



The Consortium collectively represents the current 38 Business Improvement Districts (BIDs) of Los Angeles that exist throughout the city.

January 14, 2019

TO: LA BID Consortium Executive Directors

FROM : Andrew Thomas, Westwood Village BID

SUBJECT: Collaborative funding for part-time assistant to chair of BID Consortium

In late 2015, participants of the Los Angeles BID Consortium created a fund to pay for administrative support to assist the chair. This support includes maintaining the roster and current contact information, arranging for meetings, establishing agendas, following up with meetings tasks, and distributing information to the consortium (see attached job description). Jasmine Ramos of the Fashion District has enthusiastically embraced this supporting role, and as chair, I find her efforts invaluable.

Based on the success of our administrative support program, and the clear need for it to continue into the future, I am asking you all to please allocate funds from your budgets in 2019.

As we did in 2018, we are asking BIDs to participate based on a sliding scale based on budget. Please review the attached fee recommendation. **If you are able to participate, please respond back to me, and we will generate an invoice.** Payments will be made to a special account at the Fashion District, and the invoice will reflect the payee and the address to which your payment should be sent.

To continue these important support services, we need to complete our invoicing and payment collection by January 31, 2019. Thank you for your contribution and please do not hesitate to contact me with any questions (andrew@thewestwoodvillage.com).

LA BID CONSORTIUM

ADMINISTRATIVE ASSISTANT JOB

DESCRIPTION

BACKGROUND:

The LA BID Consortium is an ad-hoc coalition of approximately 43 business improvement districts serving communities throughout the city. The Consortium meets approximately 10 times a year to share information about best practices, engage in civic problem solving, address city and state policies that impact BIDs, and work together to speak with one voice to city hall. This is a volunteer organization without a formal hierarchy or structure. The chair rotates every year or so to another BID executive. Because of the increasing influence of the BID Consortium in city matters and the volume of information to be disseminated and tracked, it is necessary to retain the services of a part time independent contractor to provide support to the volunteer chair and the Consortium.

RESPONSIBILITIES:

The job duties of the LA BID Consortium Administrative Assistant are to work directly with the elected Chair of the LA BID Consortium, assisting with the following tasks and responsibilities:

- Coordinating monthly meetings
- Managing the Consortium roster
- Confirming meeting speakers
- Coordinating lunch and parking arrangements
- Managing meeting RSVPs
- Managing follow up tasks arising from meetings
- Managing committee meetings & follow up
- Monitoring and disseminating relevant new articles
- Monitoring legislative agendas and hearing dates
- Drafting letters / outlines for BID
- Assisting with focused events like Homeless Working Group, CDA Conference, etc.
- Coordinating State of the BIDs report and survey
- Regular communication with City Clerk's office
- Assisting with DWP program and follow up

REQUIREMENTS:

- Attend monthly meetings
- Participate on committee calls
- Attend hearings, as necessary

QUALIFICATIONS: The Administrative Assistant is expected to be highly organized and disciplined about planning ahead to keep the Consortium functioning and all meeting details addressed. The candidate will be directed to track issues of concern on committee agendas and monitor the Council File Index on hot button issues.

Note: for 2019, the Administrative Assistant will be housed at the offices of the LA Fashion District BID, and management staff will be in a position to help orient this individual to these responsibilities, in concert with the chair of the BID Consortium.

**2019 LA BID Consortium
Administrative Support
Fund**

No.	Property BID Name	Total Asmts	Sliding
1	Brentwood	\$81,113	\$50
2	Lincoln Heights Industrial	\$81,117	\$50
3	Los Feliz	\$75,950	\$50
4	Tarzana	\$78,344	\$50
5	Wilmington	\$44,650	\$50
6	Byzantine-Latino	\$174,290	\$100
7	Canoga Park	\$255,310	\$100
8	Chatsworth	\$104,100	\$100
9	East Hollywood	\$243,948	\$100
10	Encino Commons	\$121,544	\$100
11	Granada Village	\$129,509	\$100
12	Highland Park	\$439,787	\$100
13	Larchmont Village	\$135,654	\$100
14	Leimert Park	\$430,353	\$100
15	Little Tokyo	\$259,541	\$100
16	Sherman Oaks	\$121,423	\$100
17	Studio City	\$450,400	\$100
18	Westchester	\$323,820	\$100
19	Central Avenue	\$430,204	\$100
20	Pacific Palisades	\$146,570	\$100
21	Wilshire	\$767,919	\$250
22	Lincoln Heights BCBD	\$623,143	\$250
23	Melrose	\$572,807	\$250
24	North Hollywood	\$646,071	\$250
25	South LA Industrial Tract	\$791,539	\$250
26	Century City	\$1,119,203	\$400
27	Gateway to LA	\$1,019,515	\$400
28	Arts District	\$1,442,985	\$400
29	Chinatown	\$1,846,723	\$400
30	Figueroa Corridor	\$1,443,591	\$400
31	Hollywood Media	\$1,095,985	\$400
32	San Pedro Historic Waterfront	\$1,267,680	\$400
33	Westwood	\$1,459,595	\$400
34	Venice Beach	\$1,942,351	\$400
35	Historic Core	\$2,193,071	\$500
36	South Park	\$2,704,714	\$500
37	Downtown Center	\$7,081,055	\$500
38	Downtown Industrial	\$2,138,486	\$500
39	Fashion District	\$5,708,884	\$500
40	Sunset & Vine	\$7,178,289	\$500
40	Grand Totals:	\$47,171,234	\$9,600

h Large BIDs pay \$400 each

Ex-Large BIDS pay \$500 each